



ATHIFA K

HUMAN RESOURCE

Extremely motivated to constantly develop my skills and grow professionally. Confident in my ability and continuously gazing for advanced learning experiences and add value to the profitability of the organisation

PERSONAL INFO

Birth Date : 16-April-1996
Gender : Female
Nationality : Indian
Passport No. : U9059832
Marital Status : Married
Religion : Islam

CONTACT

📞 3914 9565
✉️ atifaummer@gmail.com

LANGUAGES

ENGLISH

MALAYALAM

WORK EXPERIENCE

HR ASSISTANT - TEXPA CONNECT [Feb 2021 to Aug 2021]

- Assist in day to day HR operations
- Provide administrative support to HR processes
- Maintain records of employee attendance and leaves
- Processing incoming mails
- Creation and distribution of documents

EDUCATION

MASTER OF BUSINESS ADMINISTRATION MAJOR IN FINANCE AND HR

School of management studies, Calicut | 2017-2019

MASTER OF COMMERCE, MAJOR IN FINANCE

Bharathiar University | 2016-2018

BACHELOR OF COMMERCE, MAJOR IN FINANCE

SARBTM government college - University of Calicut | 2013-2016

PROFESSIONAL SKILLS

- Adaptable and Agile
- Time Management
- Strong organization skill
- Team player
- Self motivated
- performance focused

COMPUTER PROFICIENCY

- MS office
- Tally 7.2

ACADEMIC PROJECT

STUDY ON CONSUMER BUYING BEHAVIORS WITH REFERENCE TO LULU GOLD

To study how the buying decision is made by the consumers and also to understand the its influence on their satisfaction

STUDY ON FINANCIAL PERFORMANCE ANALYSIS WITH REFERENCE TO SERVICE CO-OPERATIVE BANK

To analyse financial strength and weakness of the bank using CAMELS rating method and to suggest ways and means to improve overall functioning of the bank